

# **BUILDING BLOCKS OF FAITH, LLC. HANDBOOK**



**2019-2020 School Year**

## **STRUCTURE**

Building Blocks of Faith, LLC (BBF) has been certified by Child Care Administration as an early learning center. BBF is licensed by the state. All teachers are accredited with the required certifications for CPR and First Aid.

Building Blocks of Faith has been established with children in mind. Your child will get a "hands on" education as well as a structured curriculum. There are many different types of learning abilities when it comes to young children. BBF is geared to make your child feel accomplished and establish independence as well as self-confidence.

## **OPENING AND CLOSING TIMES**

BBF will follow the St. Mary's County Public School schedule, enclosed with this handbook, for school holidays and closings.

In the case of inclement weather, BBF will be closed entirely if St. Mary's public schools are closed for the day. In the event of late openings for St. Mary's public schools, BBF will be open on time, no 2 hour delay. If road conditions are determined to be unsafe, BBF will contact all families to close classes for that day.

BBF will be open on time for all classes on days where St. Mary's County Public Schools have planned "**late arrival**" (also known as a "**2-hour delay**") days that are listed on the school calendar.

## **CURRICULUM**

Our daily schedule is a repetitive schedule with flexible themes to accommodate the changing interests of the children, but structured enough to provide a secure and stable environment.

Listed below is the typical schedule we will follow:

### **2 and 3-Year Old Class**

Arrival/Greeting

Opening/Group Time

Learning Centers

Clean-up Time

Bathroom/Snack Time

### **4-Year Old Class**

Arrival/Greeting

Opening/Group Time

Small Centers/Work Time

Clean-up Time

Bathroom/Lunch Time

Gross Motor/Outside Play

Gross Motor/Outside Play

Large Group Activity/Book Time

Large Group Activity/Book Time

Closing/Group Time

Closing/Group Time

Again, these are typical schedules and can change occasionally due to special programs we have scheduled.

If you have any questions or concerns about your child's progress, please let your child's teacher know and we will be glad to set some time aside at the end of the day to discuss it with you.

## **PAYMENT SCHEDULE**

Tuition is divided into nine monthly payments. **Tuition is due by the 5th of every month. After the 10<sup>th</sup> your payment is late and you will be charged a late fee of \$15.00.** Late payments could result in dismissal from the preschool program. Payments should be made by cash, check or PayPal. Checks can be made out to Building Blocks of Faith or BBF. PayPal payments should be sent to bbfschool@hotmail.com. Tuition payments should be deposited in our "Tuition" payment box in the lobby. Please be sure to write your child's name in the memo section of the check.

## **WITHDRAWAL FROM BUILDING BLOCKS OF FAITH:**

Tuition payments are due by the **fifth of every month.** If you should decide to withdrawal your child from the program, for whatever reason, a one-month prior notice must be given in writing, of which you will be financially responsible.

## **DISCIPLINE POLICY**

At BBF it is our goal to make every child feel that they are in an environment with unconditional love and understanding. Emphasis should always be on understanding why that child's behavior was inappropriate. Staff members are encouraged to talk through situations with the child and come to a better understanding of how the situation could be handled. If at any time a child becomes too disruptive, it may become necessary to remove that child from the whole group to "take a break". A child will never be placed out of sight of a teacher or aide. At no time will a child be removed from a situation in a demeaning or humiliating way.

## **HEALTH AND PERSONAL HYGIENE**

If your child has a cold or symptoms of an illness, such as fever, diarrhea, vomiting, rashes, unusually heavy nasal discharge, symptoms of pink-eye, we ask that you keep your child home until these symptoms have passed. If your child becomes ill during the school day, you will be notified so that you can pick your child up and take them home. If your child has a contagious illness, such as the flu, mumps, chickenpox, strep throat, etc. please notify your child's teacher. If your child is absent from school for more than three days in a row due to an illness, we must have a written statement from your child's physician stating that they are healthy enough to return to school.

Please notify us if your address, phone numbers, or any other of the emergency information given to us changes during the year.

Let us know if your child is taking any medications as this may affect their behavior for the day.

All children must be completely toilet trained before beginning our program (with the exception of the two year old class). BBF understands that all children have occasional accidents, while we have clothes on hand we are asking that all children bring an extra set of clothes and underwear.

BBF is required to have the following inspections yearly; Lead Screening, Water Inspection, Mold Test and Fire and Safety Inspections. We ensure that every classroom is properly cleaned by cleaning toys, carpets, etc. weekly.

## **TRANSPORTATION**

Parents must provide transportation for their children to and from school. Children will not be allowed in school prior to 9:00 am and should be picked up promptly at the end of the day. Our teachers need adequate time before and after to prepare for the incoming class and cannot be responsible for children left before or after school. If you are running late, please call and let us know.

Parents should drop off and pick their child up in the classroom, as the children will not be allowed in the parking lot unattended.

If you wish to set up car-pooling arrangements with another preschool family or other individuals, BBF will require a written notice to the child's teacher as to who the parties will be. This information will be listed on their student emergency information card. BBF will not release any children to anyone not listed in our school files.

If you are picking up your child early from school you are required to sign them out. This is a state requirement and must be adhered to in order to ensure each child is with an authorized individual.

## **FIELD TRIPS**

Educational field trips will be planned throughout the year. Information about the trips will be sent home in advance. Parents/Guardians will be responsible for taking their child to and from the field trip.

## **DRESS**

Please dress your child in comfortable and appropriate clothes for outdoor play and active indoor play. It is our intention every day to get the children outside for play - even on decent days during the winter months where temperatures may not be bad, so please make sure your child has all the appropriate clothes for this. Pantyhose, tights, skirts and ankle socks will make it more uncomfortable for children on some cooler days so we ask that you take that into consideration.

Dress children in clothes that they can quickly manage with ease and comfort. Complicated buckles, bib overalls, etc. make it more difficult for your child to quickly and comfortably address their bathroom needs. Pants with elastic bands, etc. are much easier than ones with belts in the bathroom. It is our goal to encourage children to become as independent in their bathroom habits as possible.

## **SNACKS**

BBF will provide a daily nutritional snack with fruit juice or milk for the 2 year and 3 year old programs. A snack list will be posted monthly. If your child has any food allergies, please let your child's teacher know so other arrangements for snacks can be made.

## **BIRTHDAYS**

Each child's birthday is celebrated in class during snack time. We will be celebrating your child's birthday as close to their official day as our schedule allows. Summer birthdays will also be celebrated throughout the year. Children get excited about their special day in class and we will ask parents to supply a special birthday snack for your child's day. Please NO cupcakes, consider other options.

Parents are invited to come during snack time if they wish to help celebrate your child's birthday with the class.

If you wish to hand out private birthday party invitations to specific children during the year we ask that you do that on your own time outside the school building. If the entire class is invited we can put the invitations in each child's cubby.